

CITY OF BANKS, OREGON
Planning Commission Meeting
July 30, 2013
Banks City Hall, Banks, OR

Chairperson Ray Deeth called the meeting to order at 6:41 PM. The proceedings were recorded in digital format.

A. ROLL CALL

Present were Chairperson Ray Deeth, Rodney Jacobs, Gene Stout, and Melissa Aurand. Lisa McAllister and Michael Nelson were absent.

Attending: Jolynn Becker, Interim City Manager, Scot Siegel, City Planner and Angie Lanter, Interim City Recorder; Stacey Goldstein

B. APPROVAL OF MINUTES: June 25, 2013

G. Stout moved to approve the Planning Commission minutes of June 25, 2013 as presented. M. Aurand seconded the motion, which passed unanimously.

C. PUBLIC COMMENT: None

D. NEW BUSINESS

- Interview Applicant for Planning Commission position #PC2

Chair Deeth commended the work done by Sam Van Dyke during his previous term on the Commission. S. Van Dyke explained how he now qualified to be a Commissioner due to recent changes to the City Charter regarding the structure of the Planning Commission. Chair Deeth moved that the Planning Commission recommend to City Council that Sam Van Dyke be appointed to Planning Commission position #PC2. The motion was seconded by G. Stout and passed unanimously.

E. BUILDING PERMIT REVIEWS – INFORMATION ONLY

- Banks High School improvements – Building Permit 07/09/13 (Banks School Bond Project)

Mr. Siegel noted the building permit had been approved.

F. WORK SESSION

- Evaluation of Land Use Regulations (BMC 151 and 152) – This work session pertains to Items 1.a and 1.b on the Planning Commission Work Plan, as approved by City Council 06/25/13.

Mr. Siegel reviewed his memorandum, entered into the record as Attachment F, describing the process involved in updating the land use regulations and how drafted amendments might address inefficiencies and conflicts in the Code, as well as to anticipate development or changes in land use the City might want to facilitate in the future. He provided examples of how including design elements in the Code would accommodate various building structures. No specific details would be included in the Code until after the community involvement process. Ultimately, a package of amendments would be presented to update the Code, however, the Code would not be rewritten. Ms. Goldstein stated that in addition to review land uses, another goal was to make the process more predictable and streamlined where

appropriate and to develop design standards that are not overly restrictive, but achieve that help achieve the desired vision for the community the vision for the community. She and Mr. Siegel described key issues found after evaluating the Code and provided examples of potential standards and amendments that would address problems and achieve the goals of the Code update. Discussion included the permitting process; variances; procedures with regard to lot of record and Code interpretation; public facilities; annexations; cemeteries and private burials; planned unit development; land division regulations; site design review; community design standards; and providing a clear description at the beginning of the Code of the procedures used for each land use action. Key comments and discussion items by the Commission included:

- The Code should encourage economic development.
- Consideration should be given to certain types of uses that might be objectionable to citizens, such as adult businesses, that may consider locating in Banks because they are not permitted in other areas.
- Motels are currently not identified in the Code as an allowed use and those design standards should be written into the Code.
- Clarification is needed about what constitutes an on-street parking space.

[Audio recording ends 1:15:52]

G. PUBLIC HEARINGS:

- N/A

H. VERBAL STAFF REPORTS AND UPDATES

- Banks Elementary School Emergency Access Drive

Mr. Siegel updated the Planning Commission on the school district's request to install a gravel emergency access drive instead of a paved access as required by Code.

Superintendent Bob Houston noted the letter he submitted explaining the circumstances and responded to questions from the Commission. The Commission briefly discussed the district's options to apply for variance or have a Code interpretation. G. Stout moved that the Planning Commission recommend, based on advice from the City Engineer, that City Staff use a Code interpretation to determine that emergency access drives, such as the one proposed, is not subject to the City's paving standard, allowing the school district to use gravel. M. Aurand seconded the motion, which passed unanimously.

- Annexation Inquiries
- TGM Grant applications submitted for Bike and Pedestrian Master Plan, and Main Street Revitalization Road Show

I. OTHER BUSINESS

- Planning Commission Training – Saturday 09/15/13 or 09/21/13 – All day
- Planning Commission Guidelines and Open Recruitment

J. ADJOURNMENT: The Planning Commission meeting adjourned at 8:00 p.m.

Submitted by: _____.

Scot Siegel, City Planner